

**DRAFT PERFORMA FOR INSPECTION OF COLLEGES OF
ENGINEERING AND TECHNOLOGY (M.Tech. Course)**

1. Name of the proposed /Existing College: _____
2. Year of Establishment: _____
3. Date of inspection _____
4. Address: _____

5. Type of College, Whether Govt./Aided/S.F.S/
Minority: _____
6. Telephone/Mobile No.: _____
7. Fax/Website : _____
8. E-mail Address: _____
9. TAN of the College: _____

10. Name of Society/Trust, under which College
is running/being established: _____
11. The specific term and constitution of the G-Body: _____
12. PAN of the Society: _____
13. Courses and Seats for which
affiliation is to be granted:

Course	Intake	Course	Intake
Course	Intake	Course	Intake

(Note:- Attached Proof in support of above points.)

PURPOSE OF INSPECTION

- (A) Establishment of a new college _____
- (B) Extension/Continuation in prov. affiliation _____
- (C) Grant of Additional Course(s) _____
- (D) Grant of Additional Subject(s) _____
- (E) Grant of Additional Unit(s)/Seat(s) _____
- (F) Grant of Permanent Affiliation to Course/
College: _____
- (G) Regarding periodical Inspection _____

Information/Documents Required

- (i) Mention the year, for which NOC has been Issued by the State Government/ State Govt./Central Body:
(Please enclose photocopy) _____
- (ii) Name of the Courses with an intake, for which affiliation is asked for _____
- (iii) Session/Year for which affiliation is asked for _____
- (iv) Courses with intake already granted by Uni. _____
- (v) Date of Previous Inspection made by the University _____
- (vi) Whether Compliance has been made by the college or not _____
- (vii) Mention the year, in which Permanent affiliation has been granted to the college, by the university _____
- (viii) Any other Information: _____

		Description (requirement)	Required for 01 Branch (18*2=36) students (one unit)**	Available	Max. Marks	Marks secured
A	I	Teaching Staff (Please see Note-1)				
		Principal (Qualified & in Professor Grade)*	1		30	
		Professor	1		20	
		Reader/Associate Professor	1		15	
		Lecturer/Assistant Professor(Qualified)	1		10	
	II	Administrative Staff(See Note-1)				
	i)	Librarian	1		10	
	ii)	Registrar/Administrative Officer	1		5	
	ii)	Technical Asstt./Computer Operator	1		2	
	iii)	Office Clerk/Data Entry Operator	2		2	
	iv)	Library/Lab Attendant @	1		2	
	v)	Safai Karamchari	2		2	
	vi)	Peon	2		2	
		TOTAL MARKS			100	

* e.g. course approved by AICTE, UGC etc.

** Requirement will change proportionally with the change in the no. of branches and students.

@ In case if there is no qualified Librarian, one Library Attendant may be appointed in addition to Laboratory Attendant for which two mark shall be awarded.

INFRASTRUCTURE & AMENITIES(See Note-2)							
			a) Land (Area must be as per the norms given by UGC/Central Body for Technical Education). (Title in the name of Institute/college)			4	
			Class Rooms (minimum 66 sqm each)	1		2	
			Seminar/Tutorial Room (20 sq. ft. per student)	1		2	
			Laboratories space (100 SQM EACH)	4		8	
			Separate rooms/cabins for academic Faculty	3		3	
			Principal's Room (15x20 Sq.ft)	1		1	
			Administrative Office (20 x 20 Sq.ft)	1		1	
			Play Ground (Indoor and outdoor)Safeguard against fire	1		1	
			Hostel facility for boys and girls Separately	-		10	
			Safe Drinking Water	-		4	
			Toilets-Separate for Male/Female Staff and students	-		4	
			TOTAL MARKS			40	

Academic Requirements (see note 3 & 4)							
			Library (400 sqm) with books (As per the UGC Norms for Technical education)			20	
			Magazines related to Engineering and Technology Concerned branches			4	
			e-Journals for all the branches of the institute			10	
			Photocopy facilities in the library			4	
			Computer Centre (150 sqm) & Lab with computers and printers as per norms			10	
			Laboratories (Technical Subjects Laboratories) with equipments as mentioned in the Annexure for every branch.	8 marks for every branch lab equipments		08	
			ICT equipment like ROT, SIT, required for using digital resources in teaching			4	
			TOTAL MARKS			60	

NA.

- (A) Teaching & Non Teaching staff=100, (B) Infrastructure & Amenities=40,
(C) Academic Requirement =60

Total marks = 200 _____



Marks obtained (A) = _____ (B) _____ (C) _____
In %age of marks
(Separately)

Overall Category: As per Note 5 & 10:

Convener

Member

Member

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DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College _____

Date of Inspection: _____

RECOMMENDATION:

Convener

Member

Member



NOTE

1. The marks will be awarded only when the teaching and non-teaching staff is appointed through a proper Selection Committee and as also approved by M.D. University (three subject experts, i.e. not less than a Professor, one may be a Associate Professor with 5 years experience in addition to the Principal and Management person i.e. President/Secretary) and as per AICTE/Central Body qualifications norms. However, marks shall be awarded if after the approval of the proceedings of the Selection Committee by the University, the selected candidates have joined and its information has been sent to the University in the form of Teacher's Return every year at the time of commencement of the session. Moreover, such a teacher must obtain approval of the university in its individual capacity by submitting verification reports of concerned board/university within a year from his/her date of joining. From the next academic session, unapproved teachers shall not be awarded marks. The inspection committee will verify the proof of qualifications, salary in full grade including the basic pay+DA+HRA, salary paid through cheque, deduction of P.F., income tax deducted at source, copy of the salary register with signature of employee, the cash-book, copy of the bank pass book, so that the salaries of all the employees can be verified by a reconciliation of cash-book with pass book. The teaching and non-teaching staff should be in the working position on the date from which the classes were started. If the College does not fulfill the above conditions/norms, the marks allotted in the Performa for teaching and non-teaching staff shall not be awarded. In case of non-teaching staff the qualifications and selection criteria shall be as prescribed by the University.
2. The infrastructure and amenities shall be in actual acquisition. The land and building should be in the name of the institution and not in the name of a person. The building should be well furnished. In no case the marks shall be awarded if there is shortage of land or/and built up area. There shall be no course permissible on the same land and building other than AICTE/Central Body courses including schools and courses of Technical Education. The college shall be on the same land & building on which AICTE/Central Body has granted them recognition. Intake (Khatoni)/mutation may be submitted by the institute. Any change of site must be first allowed by AICTE/Central Body.
3. The books purchased in the library should be as per the requirement given by the rules of AICTE/Central Body for technical education. Library resources will include e-journals published and recommended by AICTE/Central Body. There shall also be provision of space for reading and reference in the library that can accommodate at least 20 persons at a time. The library shall have photocopier and computer with internet facility for the use of faculty and students. It is also desirable that every institution has a website of its own. There should be bills for books purchased and paid for it. Payments to various firms/shops must be verified through cash-book, cheque book and pass-book of the Society/Trust or institution. The inspection committee must bring the proof thereof. Otherwise no marks will be given for books and journals.
4. The equipments purchased by the Society/Trust for College and laboratories (such as furniture, photocopier machine, internet/Fax/Land Line Telephone, Psychology Lab tests, computers, printers licensed software for language learning, colour TV, Camera, material for experience room and the apparatus for science lab.) should be in the name of Society/Trust/College with bills and paid for it. The above mentioned purchased/donated equipments and material should be entered into stock-register. If equipments/material are donated a receipt should be issued by the Society/Trust. Payments against the bills made to various firms/shops must be verified through cash-book, cheque book and pass book of the Society/Trust. The Inspection Committee will bring the photo copy of the stock register, bills, cash book and pass book. If the Society/Trust fails to submit the above documents to the inspection committee no marks will be given.

5. It would be necessary to secure 71% and above marks in each of the three facilities (Teaching & Non-teaching staff, infrastructure & Amenities, Academic requirements) separately, to be categorized in 'A' Category else the institute/College would slide downward as per lower score. If the College secures 51% and upto 70% in each of the three facilities, separately it is to be categorized in 'B' category otherwise will be categorized in 'C' category.
6. If the College is running the other courses, other than B.Tech and M.Tech. course, the inspection committee should exclude the facilities required for that course while allotting the marks to the B.Tech and M.Tech Course.
7. Details of teaching and non-teaching staff alongwith photo, qualifications, pay scale etc. be updated on Website of the College with a link on University's Website (www.mdurohtak.com)
8. Appointed staff's testimonials/certificates/degrees shall be handed over to the inspection committee or to Colleges Branch for verification.

REMEDIAL CLAUSES

9. Notices for 'B Category Colleges shall be served to comply with the deficiencies within a year before the next academic session.

Notices for disaffiliation process shall be initiated for Colleges/Institutes falling under 'C' category.

10. Categorization of Colleges shall be as under:

71% and above	in each of the three facilities	'A'
From 51% and upto 70%	in each of the three facilities	'B'
Upto 50%	in each of the three facilities	'C'